

# Assurance Agency

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**Contact Person:** Katie Hardek, Human Resources Generalist

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Suite 100  
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**Company Website:** [www.assuranceagency.com](http://www.assuranceagency.com)

## **Position Title:** Insurance Support Specialist

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**Opportunity Location:** Schaumburg, IL

**Start Date:** 5/1/2010

### **Position Description:**

The Insurance Support Specialist works as part of an administrative support team for our agency personnel. Duties include general office projects and assistance, managing mass mailings, assembling client presentations, and rotating reception coverage.

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Assist teams with copy projects and scanning projects
- Create Word documents, Excel spreadsheets, and PowerPoint slides
- Update and expedite monthly mailings
- Filing
- Set up and expire policy binders
- Reception duties include:
- Manage incoming calls in a professional manner
- Set up candidates for testing
- Manage conference room reservations
- Receive and log package deliveries
- Handle cash

- Be familiar with and follow agency procedures
- Perform related duties as assigned or as situation dictates

Other Duties:

- Collection, processing and metering of company mail
- Occasional off-site administrative support
- Support Office Managers as requested

Skills/Competencies:

- Intermediate knowledge of Microsoft Word, Excel, PowerPoint, and Outlook
- Strong organizational skills, attention to detail, accuracy and the ability to handle multiple projects in a fast-paced environment
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- Strong organizational skills, attention to detail, accuracy and the ability to handle multiple projects in a fast-paced environment
- Professional demeanor
- Friendly attitude

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*\*Please send your resume to Katie Hardek at [khardek@assuranceagency.com](mailto:khardek@assuranceagency.com) to apply.*